

**CALIFORNIA ARMY NATIONAL GUARD (CAL ARNG)
ACTIVE DUTY GUARD/RESERVE (AGR)
STATEWIDE ANNOUNCEMENT**

1. Tour Number: FTM: 5-05

PDS: 2740-011 TF: 116155 UMR: 104/11 or 106/04

2. Position Title: ADMIN NCO / LOG (DMOS 25C or 42A)

3. Unit/Location: HHC, 2nd BDE 40th ID (M) / San Diego, CA

4. Opening Date of Job Announcement: 21 September 2004

5. Closing Date: 20 October 2004

6. Maximum Grade: E-5

7. Minimum Grade: E-4

8. Personnel Eligible to Apply: (X) Male (X) Female () OFF () WO (X) ENL

Note: Applicants on Active Duty Title 10 must ETS within 45 days of closing date.

a. Stabilization Policy: AGR personnel are required to serve a minimum of 24 months if MOSQ, 36 months if Non-MOSQ in any fulltime position before they will be considered for another AGR position within the state.

b. Applicants are required to obtain the DMOS of 25C (old MOS 31C) or 42A (old MOS 75H) within one year of accession.

c. Soldiers applying for **MOS 25C** (old MOS 31C) must meet the following eligibility criteria IAW DA Pam 611-21:

- (1) Physical demands rating of very heavy.
- (2) Physical profile of 111221.
- (3) A minimum scores of 98 in aptitude area SC and 98 in aptitude area EL.
- (4) A security clearance of SECRET (Applicants must be able to obtain a SECRET Security Clearance within one year of accession).
- (5) Ability to clearly enunciate English.
- (6) A U.S. citizen.
- (7) The ability to type 25 WPM.

e. Soldiers applying for **MOS 42A** (old MOS 75H) must meet the following eligibility criteria IAW DA Pam 611-21:

- (1) Physical demands rating of heavy.
- (2) Physical profile of 323222.
- (3) Minimum score of 90 in aptitude area CL.
- (4) Type at a minimum speed of 20 net words per minute.
- (5) Formal training (completion MOS 42A (old MOS 75H) course conducted under the auspices of the U.S. Army Adjutant General School) mandatory.

9. Duties and Responsibilities: Performs personnel and administrative functions for the unit, maintains personnel drop files and training files. Maintain and process payroll for the unit. Soldier will attend all unit training assemblies, additional training assemblies, and annual training periods. Attend MOSQ schools, additional skill identifier (ASI) required schools, and training courses conducted by the National Guard Professional Education Center, 40 ID (M) and/or OTAG and performs other duties as assigned.

10. Selecting Supervisor: Commander, 2nd BDE, 40th IN DIV (M)

11. Military Status: Full-Time Military Title 32 Section 502 (f) (AGR)

12. Applicants must, as a minimum, submit the following documents: If required item(s) are missing from your packet it will be returned to the applicant due to lack of information: **(Please No 3 ring binders, No document Protectors)**

a. NGB Form 34-1 (with signature and date). Ensure that you annotate both Tour Number and Position Title on the top of page one, of the application.

b. Three-quarter-length photograph in Class A uniform made within the previous 12 months (“official” military photograph is not required).

c. **Certified copy** DD Form 1966-1 or Recruiter’s Worksheet demonstrating qualifying ASVAB/AFCT scores. **(Certified Copy - See frequently asked questions)**

d. Last 5 NCOERs. (Supervisor must provide written statement/memo providing information as to why soldier’s NCOERS are not available. Applicants recently promoted to E-5 must submit at least one current letter of recommendation in lieu of this requirement and ensure that this letter is dated within 45 days of effective date of vacancy announcement and that it highlights job assignments, duties, and capabilities).

e. **Certified copy** of current DA Form 705 (APFT), within six months for “on board” AGR soldiers, and within 12 months for traditional guardsmen, ensure that height and weight are annotated ([Certified Copy - See frequently asked questions](#)).

f. Must meet standards IAW AR 600-9. Submit body fat worksheet (if applicable).

g. Current chapter 2 (enlistment standards) or chapter 3, AR 40-501 (retention standards) physical (SF 88 and 93 or DD 2807 and DD 2808)

h. DA Form 4970 Cardiovascular screening (over 40 soldiers) if applicable.

i. Copies of **ALL** DD Form 214's (copy must include bottom portion that identifies SPD code)

j. RPAS statement

k. Current DMV print out must be enclosed with this packet.

** We recommend that you have a member of your unit review your application prior to submission to our office.

13. Applicants who answer YES to questions 8 or 12 – 18 of section IV, NGB Form 34-1 or have not completed initial entry training (IET) are ineligible to apply to include: DD214(s) that have unfavorable remarks to include; unsatisfactory Performance, Misconduct, Dropped from the Rolls (DRF) Unsuitability/Unfitness or in lieu of court-martial AR 135-18, AR 135-91 Chapter 4, 26, AR 135-178 Chapter 8, 3, and 635-200 Chapter 11.

14. Applicants selected for AGR, and meeting any one of the following disqualifications, will require a HQDA, DCSPER waiver prior to entry.

a. Unable to serve at least five (5) years on AGR Status prior to achieving eighteen (18) years-active federal status or mandatory removal date.

b. Entitled to military retired pay.

15. SUBMIT APPLICATION TO: OTAG, ATTN: CAJS-HR-AGR, Box 37, 9800 Goethe Road, Sacramento, CA 95826-9101.

NOTE: If you require a certified copy of DA Form 2-1 and/or RPAS statement, call 916-854-3268.

COMPLETE APPLICATION (TO INCLUDE REQUIRED DOCUMENTS) MUST BE RECEIVED IN HR-AGR NOT LATER THAN THE CLOSING DATE SHOWN IN ITEM #5. INCOMPLETE APPLICATIONS WILL BE RETURNED UNRATED. Additional copies of this announcement may be obtained from our website at www.calguard.ca.gov/cahr.

16. Selectees (other than on-board AGR soldiers) are required to provide evidence of Chapter 2 or 3 medical examination, taken not more than 24 months prior to the AGR tour start date. If Chapter 2 or 3 are more than 6 months old but less than 24 months, the DA Form 7349 must be accomplished within 60 days prior to the first day of AGR duty to ensure that Chapter 2 or 3 standards continue to be met. The medical examination must indicate compliance with the requirements of chapter 2 or 3 (AR 40-501) and accomplished at an active military medical facility or Military Entrance and Processing Station (MEPS). Human Immune Deficiency Virus (HIV) testing for all soldiers will be accomplished within 6 months prior to initial entry. Pregnancy testing for female soldiers must be accomplished no more than 15 days prior to initial entry.

17. Equal opportunity: The California National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, national origin, political affiliation, marital status, or any other non-merit factor.